

Executive Registry

77-8137

Suggestion Awards Program

John F. Blake
Deputy Director for Administration
7D 24 Hqs

DDA 77-3745

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STAT

Deputy Director of
Central Intelligence
7D 6011 Hqs

Hank:

We discussed the workings of the Suggestion Awards program at our last Monday morning meeting. Attached is the material I mentioned I would forward to you.

On an aggregate basis--and by that I mean number of suggestions made, number adopted, and total amount paid--under the Suggestion program, Office of Communications ranks first and NPIC ranks second. Under the Special Achievement Award program, on the same formula, NPIC ranks first.

We will commence the study of the "job-related aspect" of the Suggestion Awards program that you mentioned. I note that that aspect was also included in the 43 agenda items from the various MAG groups we have just received from the DCI.

/s/ Jack Blake

John F. Blake

Quoted Att

Distribution:
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NOTE FOR: Mr. Blake

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THROUGH :

FROM :

SUBJECT : DDA Suggestion Awards Coordinators' Rally

Mike and Jack,

1. One of the observations in the DDA Division Chiefs' Conference Report was that too much time was being spent preparing comments on inane or trivial suggestions. The thought was expressed that there must be a better way of screening those which were obviously not practical but required a lot of time and effort on the part of the evaluators to research and prepare an appropriate reply.

STAT 2. We have surveyed several of the DDA Offices to see if this was a common problem. It appears that LSD/OL bears the workload brunt of these types of suggestions. In talking to [] and the other DDA components, we found a general consensus that there is no real way to eliminate the problem without possibly stifling the individuals' initiative and creativity in submitting these type of suggestions. However, Joe had some excellent ideas for streamlining the handling of suggestions by an office which should go a considerable way to relieving Dick and company in LSD.

3. As a spin-off from this, we noted that the DDA Offices had submitted approximately 40% of all the suggestions within the Agency during the past six months and also had been awarded 48% of the approved suggestions. It occurred to us that in view of this excellent record and with the emphasis within the Agency today on creativity and innovation, we should convene the DDA Office Suggestion Awards Coordinators to thank them for the time they have

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